



## Preparing for Your Hearing

### Make your date to make your case!

A hearing for a minor moving violation gives you a fair opportunity to “make your case” in front of a hearing examiner. You may present evidence and offer your view of the events surrounding your moving violation. You may represent yourself or, if you choose, be represented by counsel.

### What if I miss my scheduled hearing date?

It is very important that you appear for your scheduled hearing. If you fail to appear for your scheduled hearing, you may be found liable for the violation indicated on your ticket. This means that you will be required to pay the ticket fine and you will be assessed any points associated with the violation.

Missed hearings will be rescheduled only on rare occasions, and only after submitting a valid reason, in writing, for why you failed to appear at your scheduled hearing. You may submit a written explanation in person at 65 K Street or mail it to DC DMV Adjudication Services, Office of the Chief Hearing Examiner, 65 K Street NE, Washington, DC 20002. You will receive a response by mail within 4 to 6 weeks.

### What happens at the hearing?

- A hearing examiner will conduct the hearing. Hearing examiners are legally empowered to make decisions, and their decisions are binding.
- All hearings are recorded.
- The police officer who issued the ticket will be present.
- The examiner will ask you to state your name and address and to swear or affirm that your testimony is true.
- The examiner will read the ticket information for the record, including the minor moving violation noted on the ticket. This is the “government’s charge.”
- When the examiner asks you to “answer the government’s charge” you must either admit or deny liability. **Admitting liability** means that you are **agreeing that you committed the violation** and thus must pay the fine and any penalties. **Denying liability** means that you are **contesting the ticket**.
- If you deny liability, the police officer must testify first.
- After the officer testifies, you will testify and present any evidence or witnesses in support of your case.
- The hearing examiner will then make a decision. If the ticket is dismissed, you do not have to pay the fine. If the ticket is upheld, you must pay the fine within 5 calendar days of the hearing date. You may also be assessed points on your DC driver’s record, depending on the violation.

### How should I prepare for my hearing?

You should bring evidence to the hearing to support your case. Evidence might include:

- photographs
- diagrams/pictures
- witnesses
- receipts

### How do I schedule a hearing?

- You must schedule a hearing within 15 calendar days of the date that you receive the ticket.
- To schedule a minor moving violation hearing, check the box marked “deny” on the ticket and mail to DC DMV Scheduling Unit, PO Box 37135, Washington, DC 20013. Or you may schedule a hearing in person at 65 K Street NE, Scheduling Desk, Mon–Fri 8:00 am to 4:30 pm and Wed 8:00 am to 7:30 pm.
- Scheduled hearings for minor moving violations are held at 65 K Street NE, Mon–Fri 7:30 am to 2:00 pm and Wed until 3:00 pm.